



## CURRICULAR PRACTICAL TRAINING POLICY AND PROCEDURES

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## INTRODUCTION

IGlobal University Curricular Practical Training (“CPT”) policies and procedures are a smaller subset of those propagated by the USCIS. Students may participate in CPT **in addition** to taking their full-time academic courses. Students who participate in CPT will earn a .5 credits for 100 to 200 hours of work, and 1 credit for work over 200 hours, whether the employment is full-time or part-time. ‘CPT’ is integral to the course of studies in that students can earn additional credits. Students are not required to take CPT courses in order to graduate. NOTE: the student applying for CPT must take a full-time course load per term, whether the student applies for part-time or full-time CPT.

Curricular Practical Training (“CPT”) is a work authorization for students holding F-1 visas. CPT is specialized, curriculum-based **for credit**. Students may pursue CPT opportunities during their enrollment at the University and they are available to F-1 students (graduate and undergraduate). CPT will only be authorized for students who have a valid, verifiable externship offer related specific classes in the respective field of study.

### Detailed Explanation

Curricular Practical Training (CPT) is a type of work authorization for F-1 students to participate in paid or unpaid positions off-campus. The Code of Federal Regulations 8 CFR 214.2(f)(10)(i) states that CPT must be an “integral part of an established curriculum” and directly related to the student’s major area of study. The regulations define curricular practical training as “alternate work/study, externship, cooperative education, or any other type of required externship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” This policy is written for students holding an F-1 visa status as defined as one **who has been lawfully enrolled on a full time basis, in a Service-approved college, university, conservatory, or seminary for one full academic year**, as per CFR 214.2(f)(10) and CFR 214.2(f)(10)(i). It will provide the student with information on a type of employment opportunity which the United States Citizenship and Immigration Services (“USCIS”) calls “CPT”.

## DEFINITIONS

### The USCIS Definition

The USCIS defines "CPT" as employment which is related to the major field of study and is an integral part of the student's curriculum, including: alternate work/study, externship, cooperative education, or any other type of required externship or practicum which is offered by sponsoring employers through cooperative agreements with the school. To be considered for CPT, the work must not only be related to the student's major field of study but also must be an integral or important part of his/her studies.

NOTE: IGlobal University policy limits CPT employment to a maximum of 32 hours per week. This limitation aims to insure that CPT does not interfere with the student's academic progress. Exceptions will be considered by the Academic Committee but require supporting documentation from the employer and be limited to a specific project of short duration.

### Part-Time vs. Full-Time Curricular Practical Training

#### *Part-Time Training*

Employment for 20 hours or less per week while also enrolled for classes is considered "part-time" CPT. In this case, the employment authorization on page 3 of the SEVIS Form I-20 will specify permission to engage in "part-time" training, and the student must be careful to limit the work to no more than 20 hours per week in order to maintain lawful F-1 status. While in part-time training, a full course load is required.

#### *Full-Time Training*

Students must be enrolled in classes to maintain F-1 status regardless of the number of hours spent in CPT. Employment for more than 20 hours per week is considered "full-time" CPT. The employment authorization on the SEVIS I-20 will, in this case, specify permission to participate in "full-time" training. IGlobal University will not permit students to work more than 32 hours a week. This policy allows students to spend time on their studies. The goal of CPT is to enhance the educational experience not replace it.

#### *Time Limits*

There is no limitation upon the length of time the student may participate in CPT, but if for twelve months or more of full-time employment, the student will not be eligible for Optional Practical Training (OPT) (see next paragraph).

### Curricular Practical Training and Eligibility for Optional Practical Training

It is important that the student understand that if she/he participates in twelve months or more of "full-time" training, eligibility to apply for twelve months of OPT will be lost.

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## APPLICATION REQUIREMENT

There is no specific application period for CPT, but students must allow enough time to complete the application process. This process normally takes 3-4 weeks. The employment may not begin until the training has been authorized. Under no circumstances will CPT be backdated to include unauthorized work done before it was authorized. Deadline to apply for CPT is the 2nd week of class for each respective quarter.

To begin the process, meet with the Faculty/Department Advisor to complete the CPT Request Form (Appendix 1). Undergraduate students should meet with their major advisor and graduate students should meet with their faculty advisor. The student's advisor must determine whether the externship meets the requirements for CPT. Training MUST have both of the following:

- a) A matching course for credit
- b) Cooperative Education Agreement between the Department and the Employer

Review the Cooperative Education Agreement Form with the student's advisor to discuss the conditions of the agreement. Submit the Cooperative Education Agreement Form with signatures from the department and employer.

## APPLICATION PROCESS

This section describes the specific IGlobal University policies associated with the CPT application process.

All CPT applications must be submitted to the International Student Advisor in Student Affairs Office. Please allow 10-15 working days to process the application. To apply, the student will need to:

- 1) Obtain a job offer letter (Appendix 2) from the company
- 2) Complete the CPT Request Form
  - [Undergraduate Students](#): Ask the major department or college Academic Advisor
  - [Graduate Students](#): Ask the Department/Faculty Advisor
- 3) Enroll in the appropriate course
- 4) Gather all required documents
- 5) Submit the complete CPT application package to the Student Affairs Office. The package should include:
  - Completed CPT Request Form
  - Completed Original job offer letter from company
  - Copy of complete Academic History
  - Copy of the biographical information page from the passport
  - Copy of the F-1 visa page
  - Copy of the current I-20
  - Copy of the I-94 (both the front and the back)
  - Completed Cooperative Education/Externship Agreement (Appendix 3)
- 6) The Academic Committee will review the required documents and rule if the student may take CPT.

After 10-15 working days, the Student Affairs Office will contact the student via phone or e-mail. At that time, the student can meet pick-up the documents and new I-20. The student CANNOT work until the student receives the new I-20 that includes the valid CPT training period.

## CPT APPROVAL

To participate in CPT, the student must receive work authorization from the IGlobal University International Student Office. CPT does not require an application to the USCIS or an Employment Authorization Document (EAD). The IGlobal University Student Affairs Office will give the student a new I-20 that includes the valid CPT training period.

Any changes in the CPT authorization require a new appointment with the International Student Advisor. For example, if the employer or dates of employment change, please meet with the International Student Advisor immediately. Changes to the employer will also require a new letter from the department advisor and a new appointment with the International Student Advisor.

## A NOTE OF CAUTION

While USCIS regulations provide a variety of opportunities to be employed while in F-1 status, working without authorization is a serious violation of status. Students should consult with the International student advisor before taking any employment. It is the student's responsibility to comply with all USCIS regulations that apply to F-1 students. The International student advisor is responsible for advising and counseling regarding F-1 student responsibilities. This is normally done through one-on-one appointments. Those who fail to meet their responsibilities may not be eligible for benefits normally granted to F-1 students.

## REVISION OF THE POLICIES AND PROCEDURES

IGlobal University reserves the right to revise the policies and procedures herein. This document dated March 19, 2015 is Revision 11.

## COURSES ELIGIBLE FOR CPT

Only courses outlined in the catalog are eligible for CPT.

## STUDENT REQUIREMENTS

- ▶ The student (graduate or undergraduate) must maintain a satisfactory academic performance (Minimum 3.5 Cumulative GPA on a scale of 4.0) before applying for CPT and while participating in the program.
- ▶ The student (graduate or undergraduate) must register for at least two courses (graduate) or three courses (undergraduate) and maintain at least 100% attendance in those courses while in the CPT program.
- ▶ NOTE: Income from CPT cannot be used to satisfy the financial obligations for I-20. This verifies that the student will not be depending on their CPT participation to pay for their expenses while on their F-1 visa. Students applying for CPT must have their application approved by the University by the beginning of each quarter in order to certify that all tuition and any outstanding debts have been paid in full to the university.

- ▶ The student must document how CPT practicum will meet the stated learning objectives found in the syllabus of the matching IGlobal University course.
- ▶ CPT externships for both graduate and undergraduate students are “for credit”; therefore, the student must register for the CPT course during the term in which the CPT is being issued by the DSO and will be required to pay the tuition for the class. The CPT experience will enable students to apply concepts learned in their academic program so that they are better prepared for their careers. The CPT course will require midterm and final progress reports submitted by the employers and the students (separately) as well as a weekly journal completed by the student relating their CPT employment experience to their degree program. These reports and journals will be submitted to the professor of the CPT course and will be used to calculate the student’s final grade.
- ▶ Employment considered ineligible under the CPT program include:
  - Any employment that prevents or inhibits the ISO from verifying the exact location and nature of employment.
  - Telecommuting: The CPT experience involves the close supervision of an expert in the student’s field of study and telecommuting does not allow this.
- ▶ As mentioned earlier, all students (graduate or undergraduate) must maintain a satisfactory academic performance (Minimum 3.5 Cumulative GPA on a scale of 4.0) before applying for CPT and while participating in the program. Failure to comply with this policy will prevent the student from reapplying or extending their CPT for the next quarter.
- ▶ A student must complete the CPT class requirements prior to the expected program completion date on the I-20. The I-20 cannot be extended for the sole purpose of CPT.

## TRANSFER STUDENTS

In order to fulfill CPT eligibility requirements, transfer students may count their time studying at another U.S. college or university provided that they have not participated in an OPT program prior to their transfer. Students that have participated in OPT must complete one academic year before becoming eligible for CPT.

## FAILURE TO COMPLY WITH REGULATIONS

The student must:

- Maintain a full course load with a minimum of a 3.5 GPA while in the CPT program.
- Maintain a minimum of 100% attendance record at all residential courses while in the CPT program.
- Complete all documentation (listed above) to support compliance with CPT program regulations and obtain a new I-20 form stating permission to participate in the CPT program.
- Comply with all non-immigrant regulations and employment restrictions that apply to F-1.



- Consult the IGlobal University's DSO prior to accepting any employment in the United States.

Failure to comply with these responsibilities may result in ineligibility for benefits normally granted to F-1 students and, in some situations, the termination of a student's record.

## APPENDIX 1



### International Student Office (ISO) CPT Authorization Request Form

(Deadline to Apply for CPT is the 2<sup>nd</sup> Week of Class - exceptions made at the discretion for the Academic Affairs Department and International Student Office)

Biographical Information	
Student ID: <input type="text"/>	SEVIS ID: N <input type="text"/>
Last name: <input type="text"/>	First name: <input type="text"/>
Street Address: <input type="text"/>	Apartment #: <input type="text"/>
City <input type="text"/>	State <input type="text"/> Zip Code: <input type="text"/>
Telephone: <input type="text"/>	Fax: <input type="text"/>
Email: <input type="text"/>	
Currently Enrolled in: <input type="text"/>	
Do you intend to graduate this quarter? <input type="text"/>	
Employment History	
Previously used CPT? (yes/no) <input type="text"/>	Employed on campus? (yes/no) <input type="text"/>
If you have used CPT prior to this request, list quarters and years, and attach description of employment.	<input type="text"/>
If you have used OPT prior to this request, list quarters and years, and attach description of employment.	<input type="text"/>
Proposed Curricular Practical Training Information	
Company Name: <input type="text"/>	
Supervisor Name: <input type="text"/>	
Work Address <input type="text"/>	
City <input type="text"/>	State <input type="text"/> Zip Code: <input type="text"/>
Telephone: <input type="text"/>	Fax: <input type="text"/>
Supervisor Email: <input type="text"/>	

Internship Job Title:	<input type="text"/>		
Job Description And Expected Learning Outcomes:	<input type="text"/>		
Employment Start Date	<input type="text"/>	End Date	<input type="text"/> Work Hours per week ( $\leq 32$ hours per week) <input type="text"/>

### Document Checklist (Include with Project Information)

- Proof of English Proficiency
- CPT Dean's Recommendation Form
- CPT Employer Contract
- Copy of Passport, VISA and I-94
- Employment Letter on company letterhead with  
Employment Start Date  
Job Title  
Description of Job Duties  
Part-time/Full-time work status and number of hours per week.

**I plan to be enrolled for the quarter stated above and understand that withdrawal from the registered courses voids the permission to work. If my work permission is voided and I continue to work, I understand that I will be out of status and my SEVIS record will be terminated. Additionally I verify that I have read the CPT requirements and instructions for authorization and understand the rules pertinent to Curricular Practical Training (CPT).**

Student Signature	<input type="text"/>	Date:	<input type="text"/>
Instructor Signature	<input type="text"/>	Date:	<input type="text"/>
Dean Signature	<input type="text"/>	Date:	<input type="text"/>
Financial Officer Signature	<input type="text"/>	Date:	<input type="text"/>
Registrar's Office	<input type="text"/>	Date:	<input type="text"/>
DSO Signature	<input type="text"/>	Date:	<input type="text"/>
Registrar Signature	<input type="text"/>	Date:	<input type="text"/>

IGlobal University International Student Office, 7000 Little River Turnpike, Suite #600,  
Annandale VA 22003,  
Tel: (703) 941-2020, Email: iso@igu.edu

## APPENDIX 2



7700 Little River Turnpike, #600  
Annandale, VA 22003

Tel: (703) 941-2020      Fax: (703) 941-2025  
www.igu.edu      info@igu.edu

### REQUEST FOR LETTER FROM COMPANY OFFERING AN EXTERNSHIP POSITION TO AN INTERNATIONAL STUDENT

Dear Employer,

Students in F-1 status, who want to pursue Curricular Practical Training (CPT) or an externship program in their field of study, are required to obtain a job offer letter from their prospective employer before he or she can be authorized for the practical training.

Please provide a letter that includes the following information:

- Description of the training program, including its location, the name and address of the training supervisor, number of hours per week, salary, and dates of the training
- Goals and objectives of the training program
- Statement acknowledging that the training relates to the student's major field of study, and that it is an integral or critical part of the academic program.

Feel free to copy the attached sample letter. Please give the original letter directly to the student.

If you have any questions concerning this request, please contact our office at info@igu.edu or (703) 941-2020.

Thank you.

Sincerely,

Student Affairs Office  
IGlobal University

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**SAMPLE LETTER**

**(For Company Offering a Position to an International Student for CPT)**

COMPANY LETTERHEAD

DATE

Dear IGlobal University Student Affairs Office,

(Name of student) has been offered a training position with (name of company) located at (physical address and location) for the period from (exact start date) to (exact end date) for (# of) hours per week. The salary will be (\$ per month or year).

The supervisor will be (name of supervisor), (title) located at (location).

The training program will include (description of program & job duties). The goals/objectives of the training program will be (describe goals/objectives).

It is my belief that the proposed training is related to the student's field of study and that it is an integral or critical part of the academic program.

If you have any questions, I can be reached at (e-mail and phone number).

Thank you.

Sincerely,

Signature

Name

Title

## APPENDIX 3



### International Student Office (ISO) CPT Cooperative Agreement Form

**(Deadline to Apply for CPT is the 2nd Week of Class – exceptions made at the discretion for the Academic Affairs Department and International Student Office)**

International students in F-1 status are allowed to be employed in the United States under Curricular Practical Training (CPT) as long as the employment is an integral part of an established curriculum. This Cooperative Education Agreement provides training objectives agreed upon by the employer, faculty advisor, and student and facilitates the authorization of CPT for the requested term. Responsibilities of the employer include providing appropriate work and training opportunities, including an evaluation of the work of the student. Responsibilities of the student include adhering to all employer policies and fully participating in the learning objectives. Responsibilities of the faculty advisor include providing guidance and instruction as necessary.

Biographical Information	
Student ID: <input type="text"/>	SEVIS ID: N <input type="text"/>
Last name: <input type="text"/>	First name: <input type="text"/>
Street Address: <input type="text"/>	Apartment #: <input type="text"/>
City <input type="text"/>	State <input type="text"/> Zip Code: <input type="text"/>
Telephone: <input type="text"/>	Fax: <input type="text"/>
Email: <input type="text"/>	
Currently Enrolled in: <input type="text"/>	
Proposed Curricular Practical Training Information	
Company Name: <input type="text"/>	
Supervisor Name: <input type="text"/>	
Work Address <input type="text"/>	
City <input type="text"/>	State <input type="text"/> Zip Code: <input type="text"/>
Telephone: <input type="text"/>	Fax: <input type="text"/>

Supervisor Email:	<input type="text"/>
Internship Job Title:	<input type="text"/>
Job Description And Expected Learning Outcomes:	<input type="text"/>
Employment Start Date	<input type="text"/>
End Date	<input type="text"/>
Work Hours per week (≤ 32 hours per week)	<input type="text"/>

### Specific Requirements

#### Student Requirements:

- Must maintain a 100% attendance record for all IGlobal University classes during the term with CPT.
- Must maintain a 100% attendance record with the employer for all scheduled work hours. Scheduled weekly work hours must not exceed 32.
- Must maintain a minimum of a 3.5 GPA during the term with CPT.
- Must produce satisfactory work output for the employer.

#### Company Requirements:

- Must report all work violations such as poor performance, work ethic, attendance and other behavioral problems to IGlobal University DSO and Faculty.
- Verify that Student work aligns with the required course.
- Provide feedback to IGlobal on how to improve training of future CPT candidates.

#### IGlobal Requirements:

- Maintain valid CPT documentation as part of student's record.
- Develop courses based on company feedback to improve student's skill sets.
- Work with student and employer during the CPT period to insure satisfactory results.

I plan to be enrolled for the quarter stated above and understand that withdrawal from the registered courses voids the permission to work. If my work permission is voided and I continue to work, I understand that I will be out of status and my SEVIS record will be terminated. Additionally I verify that I have read the CPT requirements and instructions for authorization and understand the rules pertinent to Curricular Practical Training (CPT).

Student Signature	<input type="text"/>	Date:	<input type="text"/>
Instructor Signature	<input type="text"/>	Date:	<input type="text"/>
Dean Signature	<input type="text"/>	Date:	<input type="text"/>
Financial Officer Signature	<input type="text"/>	Date:	<input type="text"/>
Registrar's Office	<input type="text"/>	Date:	<input type="text"/>

DSO Signature	<input type="text"/>	Date:	<input type="text"/>
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